



providing help, creating hope, serving all

Administrative Offices

1819 Gull Road
Kalamazoo MI 49048
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ccdok.org

EMPLOYMENT NOTICE

February 22, 2016

Please Post

POSITION TITLE: Administrative Assistant – Part Time

POSITION DESCRIPTION: Assist President/CEO and program/administration directors in efficient and effective management and administration. Provide assistance with Human Resources functions. Promote the mission of Catholic Charities Diocese of Kalamazoo and positive working relationships among staff.

MINIMUM REQUIREMENT:

- High School plus 5 years related experience
or
Associate Degree and related experience

HOURS: Up to 19 hours per week between 8:30 am and 5:00 pm, occasional evening/weekend

SALARY RANGE: \$13.00 - \$16.00 hour commensurate with experience

TO APPLY: Send cover letter and resume to:

Vicki Matunas, Administrative Assistant
Catholic Charities Diocese of Kalamazoo
1819 Gull Road
Kalamazoo, MI 49048

or email

vickimatunas@ccdok.org

member



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Youth and Families